

# BARACK OBAMA

---

*United States Senator • Illinois*



## **Internships with Senator Obama**

An internship in the office of Senator Obama is an excellent way to learn firsthand how our government works, and to play an important role in a U.S. Senate office. Students will have the opportunity to gain valuable knowledge and experience by assisting the Senator's professional staff with administrative, press, legislative and correspondence duties.

### **Washington, DC Internships**

Interns in the Washington, DC office will be able to observe the inner workings of the federal government. Working with the Washington staff gives students a chance to see how the Senate functions, and how it interacts the other branches of government. Additionally, interns are encouraged to take advantage of everything Capitol Hill has to offer, including listening to floor debate, congressional hearings, seminars and speeches, utilizing Senate research facilities, and visiting Washington's museums.

### **Illinois Internships**

Internships in the Illinois offices will allow students to learn about how government can help the people of Illinois through constituent service. Interns in the state offices may also work on such projects as compiling daily news summaries concerning Illinois happenings and the Senator's activities, and may assist Senator Obama's staff with special events around Illinois. Illinois district offices are located in Chicago, Springfield and Marion.

### **Internship Responsibilities**

Interns in all offices participate in a broad range of office operations, ensuring a well-rounded experience. Interns should expect a balance of work that includes answering constituent calls, handling mail and other day-to-day office affairs, along with other more substantive duties. In the Washington office, these may include work in any of the following areas:

**Administrative:** Interns will be responsible for helping to run an effective and efficient Senate office, greeting visitors in the front office, leading Capitol tours, assisting with office management duties including budget, supply and information systems administration. They may also assist Senator Obama's scheduling department by compiling, tracking and responding to scheduling invitations.

**Press:** Working with our communications department, interns will keep Senator Obama and his staff updated on the latest news by compiling print, television and radio stories and tracking important issues. Duties also include maintaining press contact databases, assisting with press releases and preparation for press conferences.

**Legislative:** As a member of Senator Obama's legislative team, you will conduct research on specific issue areas, help prepare briefs for use in committee and the floor of the Senate, report

on hearings, investigate pending legislation and help the legislative correspondents respond to constituent concerns.

### **Applying to be an Intern**

Applicants for the program should submit the following materials:

- A completed application form (**[link to form](#)**)
- A cover letter that addresses why you are interested in serving as an intern
- A current resume

To be considered for an internship, send your completed application packet to the office where you wish to apply:

Washington, DC office:

Senator Barack Obama  
Attn: Intern Coordinator  
SD-B40 Dirksen Senate Office Building  
Washington, DC 20510  
Fax: (202) 228-5417

***Please be aware of the continuing mail delays associated with security screening of incoming mail to the Washington Senate office. You may want to fax your materials to avoid delay.***

Illinois state offices:

Senator Barack Obama  
Attn: Intern Coordinator  
230 S. Dearborn St., Suite 3900  
Chicago, IL 60604  
Fax: (312) 886-3514

Senator Barack Obama  
Attn: Intern Coordinator  
607 E. Adams, Suite 1520  
Springfield, IL 62701  
Fax: (217) 492-5099

Senator Barack Obama  
Attn: Intern Coordinator  
701 N. Court St.  
Marion, IL 62959  
Fax: (618) 997-2850

### **Session Dates and Application Deadlines**

<b>Session</b>	<b>Dates</b>	<b>Application Deadline</b>
Spring Session 2005*	April 4 – May 20	March 1, 2005
Summer Session 1 2005	May 23 – July 8	March 15, 2005
Summer Session 2 2005	July 11 – August 26	March 15, 2005
Fall Session 2005*	September 5 – December 16	July 15, 2005

\*Start and end dates for the Spring and Fall sessions may be flexible to accommodate student schedules.

## **Frequently Asked Questions**

### **Are internships paid?**

Interns work on a voluntary basis and do not receive financial compensation for their work. Interns must provide their own housing and transportation. Funding for internships may be available through university stipends or private scholarship sources.

### **Who is eligible to apply?**

Priority is given to Illinois residents who are undergraduate students in college and who are able to work full time (35-40 hours per work week), but high school students and applicants from outside Illinois may be considered. Some positions will be open to graduate and law students; those applicants will generally be considered separately. For an overview of federal fellowship and career internship opportunities, graduate students may also find very helpful information in the Congressional report *Internships, Fellowships, and Other Work Experience Opportunities in the Federal Government*. ([link](#))

If you have additional questions about interning for Senator Obama, please call (312) 886-3506 or (202) 224-2854 and ask for the intern coordinator.